



Postal Registration No. N.E.-771/2006-2008

THE GAZETTE OF MEGHALAYA

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Shillong, Thursday, October 3, 2019

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Separate paging is given on this part in order that it may be filed as a separate compilation.

PART-IX

Advertisements and Notices by Government Offices and Public Service

NOTICES

STANDARD FORM OF APPLICATION

Photo

Dated.....

To,

Sir/Madam,

I beg to apply for the post of
and furnish the facts as below. In case of any false statement, I am liable to any action Govt. may deem fit
and proper. A Treasury Challan of ₹..... vide T. V. No. is attached herewith.

Signature of the applicant.

- Full name in CAPITAL LETTERS with aliases, if any, surname first (Please do not use any initials) :
.....
- Date of birth :
Year Month Date
- Place of birth :
Village/Town Police Station District
- Father's/Mother's and Husband's name (in case of married female) (Please do not use initials):
.....
- Personal description :
(a) Height : M Cm.
(b) Colour of eyes :
(c) Colour of hair :
(d) Visible distinguishing marks (if any) :
- (a) Permanent address in full:
.....
.....
(b) Present address in full:
.....
.....
.....
(c) If you have not resided at the above address continuously for the last four years, please give the
other addresses where you have resided during the period:
.....
From To Address

7. Reference:

Name and address of two responsible persons in your locality who would be prepared to vouch for you:

.....

.....

8. Are you a citizen of India? If so, how? (Copy of a citizenship Certificate should be enclosed where necessary).

.....

9. Educational and other qualifications (Please attached copies of Certificates, Mark Sheets, etc.)

Sl. No.	Name of Institution	Date of entering	Date of leaving	Examination passed	Division	Subjects taken
1	2	3	4	5	6	7
1						
2						
3						
4						
5						

10. Community:

(a) State your religion:

(b) Are you a member of Scheduled Castes/Scheduled Tribes (Answer 'Yes' or 'No'. If 'Yes' give particulars supported by a Certificate (Copy to be enclosed).

.....

11. Present occupation, if any:

12. Previous appointment held, if any:

13. Are you a temporary/retrrenched personnel of temporary Department, Govt. of Meghalaya (Answer 'YES' or 'NO'. If 'YES' give particulars):

.....

14. Are you a trained in or a member of the National Cadet Corps/Territorial Army/Scout or Guides? If so, give particulars:

.....

15. Are you married or unmarried?

Signature

NOTE:- (i) Modified *vide* Govt. O.M. No.PER(AR).123/78/143-A, dated 26th September, 2016.

(ii) Particulars are to be filled in below the Column in the space provided.

OFFICE OF THE SHILLONG SMART CITY LIMITED, MEGHALAYA SHILLONG

Shillong, 11th September, 2019.

No.SSCL/HR/Recruitment/19-20/0004.- M/s Shillong Smart City Limited (City Level Special Purpose Vehicle) invites applications from young and dynamic Indian nationals for filling up of following positions on Fixed Term Contract Basis for the period of 3 years extendable to 5 years.

Sr. No.	Name of Post	No. of Posts	Age	Essential/ Required Qualification	Experience Required
1	General Manager (Finance)	1	40 - 45 Years	Chartered Accountant or Post Graduate Diploma in Management (Finance) from Premier Institute like IIMs.	15 years of working experience in the Corporate Sector Finance & accounts with good knowledge of requirements under Companies Act. Experience in finance & accounts, audits, etc. in Govt./Semi-Govt./ PSU is desirable.
2	General Manager (IT & IT Infrastructure)	1	45-50 Years	Graduate in Computer Engineering (Science) / Electronics Engineering from premier institutes such as IIT's, NIT's, etc. Preference would be given to candidates having a Master's degree in Computer Engineering (Science) / Electronics Engineering	15 years of working experience in IT industry with complete knowledge of integration of various ICT technologies. Experience in planning, estimation and execution of various ICT initiatives, predominantly in integration of various ICT technologies and its long-term sustenance. Working knowledge of operations control centre.

3	General Manager (Urban Infrastructure)	1	45-50 years	<p>Graduate in Civil Engineering from premier institutes such as IIT's, NIT's, etc.</p> <p>Preference would be given to candidates having Master's degree in Urban Infrastructure / Urban Management</p>	<p>15 years of working experience with any reputed consultants / contractors / developers / public sector undertakings/etc.</p> <p>Experience in planning, design, estimation, contracts preparation and execution of urban infrastructure projects.</p> <p>Working knowledge of various laws, rules, by-laws and regulations including but not limited to building by-laws and environmental laws, Green tribunal and other such laws enacted from time to time</p>
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Bio-data (with contact details) and passport size photo to be submitted in the *prescribed format* to the following address. The name of the post MUST be superscribed on the envelope.

Chief Executive Officer,
M/s Shillong Smart City Limited,
House No. C/B -037, Top Floor, Centre Nongrim Hills, Near to JJ Cables,
East Khasi Hills District,
Shillong, Meghalaya
PIN 793003

Remuneration shall not be a constraint for the right candidate.

The last date for receipt of application form in the prescribed format isby 3:00 P.M.

Details of the advertisement and the *prescribed format* can be downloaded from the following website: www.meghalaya.gov.in

Chief Executive Officer,
Shillong Smart City Limited
Meghalaya, Shillong.

General Manager (IT and IT Infrastructure)

- Responsible to review and recommend for approval to the Director (Technical and Operations) the project plans, designs and estimate of costs submitted by the Project Management Consultants (PMCs) within the set deadlines;
- Responsible for successful execution of ICT initiatives and provide technical leadership in managing ICT operations of the smart city including long term sustenance;
- Responsible for planning, operations and integration of various technologies and Applications in ICT domain from different sources/OEM with varying standards
- Managing day to day ICT operations so as to maximise productivity of the operations/ sustenance Team, including engaging with Vendors/ Solution providers regularly;
- Continuously monitor Service levels of the ICT infrastructure and implementing improvement / risk management / best practices plans and managing service contracts;
- Organizing the ICT and Network/Cyber Security Audits regularly and implementing recommendations.
- Managing the MIS and other performance Reports as per requirements.
- Provide support in reviewing the operation and maintenance programs developed by PMCs and drive partners on deliverables.
- Design and arrange trainings on ICT & CCC
- Co-ordinate with various government departments for compliance and capacity building;
- Organizing the ICT and Network / Cyber Security Audits regularly and implementing recommendations.
- Responsible for validation of all invoices submitted by the engaged suppliers/vendor/contractors/sub-contractors....etc.
- Any other task as assigned by Director (Technical and Operations).

General Manager – Urban Infrastructure

- Head the planning and design function in the SPV and provide direction and future action in this area of function.
- Review all area plans or any such plans submitted by PMCs and recommend for approval to the CEO/Competent Authority.
- Review all designs/ DPRs submitted by PMCs and recommend for approval to the CEO/Competent Authority.
- Ensure adherence to various laws, rules, by-laws and regulations including but not limited to building by-laws and environmental laws, Green tribunal and other such laws enacted from time to time
- Co-ordinate with various government departments for compliance and capacity building
- Consults with and advises developers, contractors, members of the general public, various organizations and agencies, elected officials and attorneys on planning related issues and legal matters relating to planning functions
- Oversees the collection, organization and maintenance of social, economic, governmental, regulatory and census data for use in technical studies and reports; directs and participates in studies and collection of data in the field as needed
- Liaise with external legal experts / counsels, where required to provide guidance and advice;
- Any other responsibility as assigned by the Director (Technical and Operations).
- Responsible for project execution, implementation and monitoring of ICT projects in a Smart city environment and Command and control infrastructure deployment/ city wide ICT infrastructure roll out within time, budget and quality.
- Responsible to review and recommend for approval to the Director (Technical and Operations) the project implementation plans, schedules, estimate of costs submitted by the Project Management Consultants (PMCs) within the set deadlines:
- Responsibility to ensure projects are completed in time and within budget;
- Responsible to liase with all the stake holders such as Municipal Corporation, Urban Development Authorities, Police Department, power supply department, etc. and keep them informed of all the activities being undertaken so that services being provided by these stake holder departments are not affected.
- Responsible for project and contract management and dispute resolution, if any.
- Responsible for validation of all invoices submitted by the engaged contractors/sub-contractors etc.
- Any other task as assigned by Director (Technical and Operations).

DECLARATION

I,,solemnly affirm and declare as under:

- (i) I have not been charged/convicted from any court.
- (ii) I have not been dismissed, removed or compulsorily retired by way of punishment from any public undertaking or department of Government.
- (iii) I have not been declared as insolvent by any Court.
- (iv) No departmental enquiry, vigilance case or criminal case is pending against me;
- (v) I am not on bail in any case from any court.

Signature of Candidate

Name :

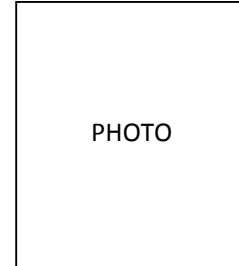
Address:

Terms and Conditions of Employment

1. Term of Engagement: The appointment of professional will be purely on contract basis for a period of (3) three years, which may be extended after the review of performance, and desired output. However, the contract may be terminated by giving three months' notice by either side.
2. The place of posting would be at the office of M/s Shillong Smart City Ltd., Shillong.
3. Candidate is required to submit a copy of detailed Curriculum Vitae clearly mentioning the post qualification experience(s). However, successful candidate has to sign an agreement with the Employer to abide by all terms & conditions as laid down in the advertisement.
4. The contract shall not confer any rights or claim of extension / absorption in the organization / company.
5. Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, Public Sector Undertakings and other Government sponsored institutions should route their application through proper channel. However, they may send advance copy of application, if they so desire.
6. The selection of the candidate will be completely on the basis of Essential Qualification, Additional qualification, Experience and Interview. The decision of the Employer is final and binding. The Employer reserves its rights to accept or reject any applications, without assigning reasons thereof.
7. Original Qualification Certificates and Proof of previous employments have to be produced during the time of interview.
8. Incomplete applications shall not be considered and no interim correspondence shall be entertained. Canvassing in any form shall be considered a disqualification for employment with the Employer.
9. Candidates shall have to submit a declaration stating that he/she has not been charged/convicted from any Hon'ble Court not dismissed/ removed/compulsory retired by way of punishment from the service of any Public Undertaking/Private Sector or from Govt. Department or he/she has not been declared insolvent by any court.

OFFICE OF THE SHILLONG SMART CITY LIMITED, MEGHALAYA, SHILLONG

- (1) Post applied for :
- (2) Name in Block Letters :
- (3) Fathers Name :
- (4) Date of Birth :
- (5) Address for Communication :
- (6) Category (SC/OBS/General) :



Brief Synopsis of Educational and Work History.

OFFICE OF THE SHILLONG SMART CITY LIMITED, MEGHALAYA, SHILLONG

(7) Academic/Technical/Professional Qualification

Sl. No.	Name of Exam	Year of Passing	University / Board	Division / Class / Grade	Subjects	% of marks
1						
2						
3						
4						
5						
6						

(8) Employment Record

Sl. No.	Name of Employer / Organization	Period		Designation	Pay Scale / Pay	Nature of Duties	Reasons for Leaving
		From	To				
1							
2							
3							
4							
5							

**OFFICE OF THE SHILLONG SMART CITY LIMITED, MEGHALAYA,
SHILLONG**

I solemnly declare that the statements made by me in this form are correct to the best of my knowledge and belief.

Name and signature of the Candidate.

**OFFICE OF THE SHILLONG SMART CITY LIMITED, MEGHALAYA,
SHILLONG**

Shillong the 20th September, 2019

No. SSCL/PRO/IT/19-20/03. - Quotation for supply, installation and fixing of furniture items at Shillong Smart City Ltd. Office is hereby invited by the undersigned from Authorised Dealers of reputed brands with OEM certification and adequate after sale service, which will be received up to 4.00 p.m. on 18th October, 2019.

Sealed quotations to be submitted to the following address.

Chief Executive Officer,

House No. C/B- 037,

Top Floor, Centre Nongrim Hills, Near JJ Cables,

East Khasi Hills District,

Meghalaya -793001

Detail of the advertisement can be downloaded from the following website:

<http://meghalaya.gov.in/megportal/tender>

Chief Executive Officer,
Shillong Smart City Limited
Meghalaya, Shillong.

Tender Document for supply, installation and fixing of furniture at
Shillong Smart City Ltd. Office

CRITICAL DATES

Bid Document can be downloaded from	http://meghalaya.gov.in/megportal/tender
Bid submission start date	23. 09. 2019
Bid submission end date	Up to 4.00 P.M. on 18. 10. 2019
Bid opening date (Technical)	Would be informed later
Financial Bid opening date	Would be informed later

CONTENTS OF TENDER DOCUMENT

Sl. No.	Description of Contents	
1.	Tender Notice	
2.	Scope of work and terms & conditions	Annexure - I
3.	Eligibility Criteria	Annexure - II
4.	Proforma for Technical Bid	Annexure - III
5.	Technical Specifications	Annexure - IV
6.	Tender Submission Letter	Annexure - V
7.	Undertaking/Declaration	Annexure - VI
8.	Proforma for Financial Bid (BOQ)	Annexure - VII

Shillong the 23rd September, 2019

Tender Notice

Subject : - Tender for supply, installation and fixing of furniture items at Shillong Smart City Ltd. Office

1. Chief Executive Officer, Shillong Smart City Ltd. Invites Tenders in two bid system (**Part – I : Technical Bid and Part - II: Financial Bid**) from eligible and reputed firms for supply, installation and fixing of furniture at Shillong Smart City Ltd. Office at House no. C/B-037, Top Floor, Centre Nongrim Hills, Near to JJ cables, East Khasi Hills District , Shillong , Meghalaya, Pin - 793001 on the terms & conditions enumerated in detail in the tender document. The tender document can be downloaded from the website www.meghalaya.gov.in
2. The last date of receipt of bid is **by 4.00 PM on 18.10.2019**
3. The Technical and Financial Bids, in prescribed format and other required document as per Tender Notice should be submitted to the office of the Chief Executive Officer, Shillong Smart City Ltd. (House no. C/B-037, Top Floor, Centre Nongrim Hills, Near to JJ cables, East Khasi Hills District, Shillong, Meghalaya, Pin-793001).
4. **Earnest Money Deposit (EMD) of ₹ 50,000/- (Rupees Fifty Thousand Only)** drawn in favour of Chief Executive Officer, Shillong Smart City Ltd. Shillong, Meghalaya 793001, must be submitted along with the Bid on or before last date /time of bid submission. Bids without EMD shall be summarily rejected.
5. The date of technical bid opening shall be informed to all the bidders. However, financial bid opening shall be informed to only eligible bidders.
6. The financial bids are to be submitted in the prescribed format and bid of any firm which discloses any pricing information in technical bid stage will be summarily rejected.
7. Bidders may contact the office of the Chief Executive Officer, Shillong Smart City Ltd. During office hours and before the Bid submission end date for any clarifications required on the Bid document.

Annexure - I**2. SCOPE OF WORK AND TERMS AND CONDITIONS****SCOPE OF WORK**

Supply, installation and fixing of furniture items at **Shillong Smart City Ltd. Office as per technical specifications given in Annexure IV and BOQ given in Annexure VII.**

TERMS AND CONDITIONS**1. EARNEST MONEY DEPOSIT(EMD)**

- A. Non-interest bearing EMD of ₹ 50,000/- (Rupees Fifty Thousand only) payable through Demand Draft ONLY drawn in favour of Chief Executive Officer, Shillong Smart City Ltd. Shillong, Meghalaya 793001 payable at Shillong, Meghalaya must be submitted along with the Bid on or before last date of bid submission. Bids submitted without the EMD shall be summarily rejected.
 - B. Cheques, Bank Guarantees will not be accepted towards EMD.
 - C. On opening of Technical Bid, if it is found that EMD is not enclosed, then the Tender offer will be summarily rejected;
 - D. **FORFEITURE OF EARNEST MONEY DEPOSIT-** The EMD will be forfeited upon occurrence on any of the events listed below :
 - i. If the Successful Tenderer (referred as "Tenderer") fail to act according to the Tender Conditions or Backs out after the Tender has been accepted, the Earnest Money WILL be forfeited.
 - ii. Tenderer fails to remit the requisite Security Deposit timely.
 - iii. In case the successful tenderer fails to execute necessary agreement within 15 days from the date of receipt of Letter of acceptance of the tender.
 - iv. Tenderer violates any of the conditions prescribed in the Tender Document.
 - v. Tenderer revises any of the terms quoted during validity period.
 - E. **REFUND OF EARNEST MONEY DEPOSIT-** The EMD of the unsuccessful tenderers will be returned within 3 months of acceptance of the successful tender.
- 2. The successful bidder will be required to provide a Performance Security Deposit of 10% value of the total purchase orders placed with the firm.
 - 3. The security deposit shall be in the form of a Demand draft drawn in favour of Chief Executive Officer, Shillong Smart City Ltd. Shillong, Meghalaya 793001, upon award of the contract. Performance Security should remain valid for a period of ONE YEAR beyond the date of completion of all contractual obligations of the supply, installation and fixing of furniture items.

4. Security deposit will be refunded only after ONE YEAR beyond the date of completion of all contractual obligations of the supply, installation and fixing of furniture items. The Security Deposit is liable to be forfeited, if during the period of contract, the services of the contract are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees.
5. The Security Deposit will not bear any interest.
6. The prospective bidders are requested to go through the enclosed terms & conditions of the contract carefully. The Bid documents (Technical and Financial) are to be submitted as per Annexure III and VII. The rates quoted in the Bill of Quantities (BOQ) should be inclusive of all charges such as labor, transportation, storage etc. but exclusive of GST. Applicable GST should be reflected separately in the bills.
7. Any disclosure of financial bid in the technical bid documents will lead to summary rejection of the bid. No correction either in the technical bid or financial bid is permitted. Incomplete or ambiguous bids without documentary proof will not be considered.
8. Shillong Smart City Ltd reserves the right to
 - (i) award the contract to one or more tenderer.
 - (ii) to accept or reject any or all of the tenders.
 - (iii) to accept or reject any or part of the items found inferior in quality of workmanship or/and the quality of materials/goods.
9. Under no circumstances shall the successful firm appoint any sub-contractor or sub-lease the contract.
10. Delay in delivery will not be permissible on any ground. If the ordered items are not delivered as per dates mentioned in the Letter of award a penalty @ of 1 % of the value of purchase order per day shall be imposed subject to a maximum of 5% of the contract value.
11. **SAMPLE**
 - i) The sample of the furniture items is required to be approved by the office of the Chief Executive Officer, Shillong Smart City Ltd before supply, installation and fixing.
 - ii) The Furniture supplied not in accordance of sample approved will not be accepted.
12. The furniture items etc. supplied by the firm should be of best quality and a strict view will be taken if it is found defective at any stage during or after the delivery. In case of such lapses, Shillong Smart City Ltd. reserves the right of taking any action including termination of the contract without assigning any reasons whatsoever. Shillong Smart City Ltd also reserves the right of imposing financial penalties for any losses caused to the Shillong Smart City Ltd. including loss of time and rental paid to the office.
13. Details of shape, size, specification of furniture is mentioned in Annexure V. Illustrated pamphlets containing all the image of the furniture, dimension details, specification should be submitted along with the tender. Failure to send detailed pamphlet, brochure, dimension details and specifications result in the rejection of tender.

14. The Tenderer should provide warranty/guarantee and maintenance service for a period of minimum one year from the date of supply, installation and fixing. Undertaking to this effect shall be furnished.
15. In case the supplier fails to cope with the workload or does not supply quality goods or dishonors the contract in any way, the contract awarded shall be liable for outright cancellation/termination summarily, without assigning any reasons thereof and the security deposit and payment due to the firm, if any shall also be forfeited. Shillong Smart City Ltd would thereafter be free to entrust the job to any other firm/party at the risk and expenses of the defaulting supplier. In this connection, decision of Shillong Smart City Ltd shall be final and binding on the supplier.
16. It will be the responsibility of the contractor to obtain delivery reports from the officer concerned in Shillong Smart City Ltd which the items are delivered. In the absence of delivery report, no payments will be released.
17. The price quoted at the time of submission of tender should remain valid for 120 days from the date of tender opening and should be unconditional. The rate finalized on the basis of the quoted prices shall remain in force during the tenancy of the contract. It may specifically be noted that no changes/escalations in the accepted rates shall be allowed during tenancy of the contract. The rates should be Exclusive of GST but include all other charges such as transportation charges from dealers shop to Shillong Smart City Ltd office, loading/unloading, lifting, storage, fixing,...etc. Only the quoted price shall be paid.
18. The supplier shall be responsible for payment of wages/settlement of dues with workers engaged by the firm as per prevailing labour / wage laws in force in Shillong, Meghalaya and the Shillong Smart City Ltd shall not be party to any dispute between the contractor and the workers.
19. Bidders may contact the office of the Chief Executive Officer, Shillong Smart City Ltd. During office hours and before the Bid submission end date for any clarifications required on the Bid document.
20. The Tenderer is required to quote for all the items in the BOQ. Partial quotation will be summarily rejected
21. The contract shall be awarded to the lowest bidder whose bid has been found to be responsive and who is eligible/ qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the tender document. Shillong Smart City Ltd. reserves the option to select more than one firm for award of contract to ensure uninterrupted supply during the tenancy of the contract.
22. If any of the bidders have any objection with regard to the terms and conditions of the tender, the same may be pointed out within 10 days of the issue of the tender documents, before opening of the tender.
23. The earnest money shall be returned to the successful bidder only after receipt of performance security.
24. No advance payment shall be made under this contract.

25. The bills in triplicate for the services prepared on the basis of rates will have to be submitted in favour of Chief Executive Officer, Shillong Smart City Ltd, Shillong, Meghalaya for effecting payment together with the copies of job works carried out duly signed by the representative of Shillong Smart city office. The payment will be released through PFMS system only.
26. The job carried out shall be to the satisfaction of the Shillong Smart City Ltd; else no payment will be made. Further, depending upon the severity of negligence, Shillong Smart City Ltd reserves the right to blacklist the agency for a suitable period or from further participation in any of this department's contract. The decision of the competent authority of the Shillong Smart City Ltd shall be final and binding on the firm /agency.
27. Rates shall remain fixed and valid during the period of contract. TDS and any other government levies applicable on bill as per Govt. of India instructions issued from time to time shall be deducted. The contracting firm is required to provide the furniture items in Shillong Smart City Ltd.
28. If it is found that the contractor has violated these conditions, Shillong Smart City Ltd reserves the right to terminate this contract without any notice.
29. The Chief Executive Officer, Shillong Smart City Ltd. reserves the right to accept the whole tender or any part thereof or reject all the tenders. without assigning any reasons whatsoever.
30. If the successful Tenderer fails to execute the agreement and / or deposit the required security Deposit within the time specified or withdraws the tender after intimation of the acceptance of the tender or fails to comply with the conditions above or owing to any other reason, tenderer is unable to execute the contract, the Earnest Money Deposit /Security Deposit by tenderer, will be forfeited along with liability for all damages sustained by the Shillong Smart City Ltd.
- 31. TENDER EVALUATION CRITERIA**
 - i. Tenderers who satisfy the conditions stipulated in the tender document and who have submitted all the documents/materials required will alone be considered as qualified Tenderers. The tenders of such qualified Tenderers alone will be considered for "Opening the Price Bid or BOQ".
 - ii. The expenses incidental to the execution of agreement shall be borne by the successful tenderer. The conditions stipulated in the agreement form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the Shillong Smart City Ltd to recover any consequential loss from the successful Tenderer.
- 32. VARIATION IN QUANTITIES** - The Chief Executive Officer, Shillong Smart City Ltd, reserves the right either to increase or to decrease the quantities to the extent of twenty-five percent (25%) indicated in the tender.

33. DELIVERY

- a) The supply of all items of furniture should be completed within 30 days from the date of receipt of supply order. This period can be extended by Chief Executive Officer, Shillong Smart City Ltd on the request of tenderer in view of justification given by the successful tenderer and acceptable by Chief Executive Officer, Shillong Smart City Ltd.
- b) The delivery schedule should be strictly adhered. If the tenderer fails to complete the supply within the time stipulated, the order for the supply, fixing and installation of furniture items will be liable to be cancelled. In such a case, the Security Deposit will be forfeited.

34. PAYMENT TERMS

The payments shall be made after satisfactory receipt, installation and fixing of the material in Shillong Smart City Ltd office as per quantity and quality of tender documents/supply order.

- 35. JURISDICTION FOR LEGAL PROCEEDING:** Suit or any legal proceedings in regard to this matter arising in any respect under this contract shall be instituted in any court of Meghalaya only.

36. PENALTY

- (i) In the event of failure of the successful tenderer to supply furniture, installation and fixing within the stipulated time, without prejudice to other remedies under the contract a **penalty equivalent to 1.0% (One Percent) of the value of purchase order per day** shall be imposed subject to **a maximum of 5% of the contract value.**
- (ii) If requested by the tenderer, it is the discretion of the Chief Executive Officer, Shillong Smart City Ltd to grant extension of time with penalty/without penalty or to purchase the stock from any other source at the prevailing market rate at the risk and cost of the successful tenderer and to claim any loss sustained by Shillong Smart City Ltd., in the transaction from the tenderer besides forfeiting Earnest Money Deposit and Security Deposit.

37. SAVING CLAUSE

- a) In case any doubt arises on interpretation or otherwise of any point in this tender document, Shillong Smart City Ltd shall be referred for clarification.
- b) At any time after the issue of the tender documents and before the opening of the tender, the Tender Inviting Authority may make any changes, modifications or amendments to the tender documents and shall send intimation of such change to all those who have purchased the original tender documents, if any.
- c) In case anyone tenderer asks for a clarification on the tender documents before 48 hours of the submission end date of the Tender, the Tender Inviting Authority shall ensure that a reply is sent and copies of the reply to the clarification sought will be communicated to all those who have purchased the tender documents without identifying the source of the query.

38. GENERAL

The tenderer while submission of their tender should ensure that Tender Documents with the conditions stipulated duly certified and attested by them in token of having accepted the Tender conditions that they understood and accepted them fully. The Tenderer should enclose, proof for carrying out supplies, as specified, to various customers during the last three years, i.e. 2016 - 17, 2017 - 18 and 2018 - 19.

39. SIGNATURE AND SEAL

The Tenderer must sign and affix their Seal in every page of the Tender Document and the complete Signed Original Tender Documents must be submitted in hard copy to the Chief Executive Officer, Shillong Smart City.

I/We _____ have gone through the terms and conditions and will abide by them as laid down above.

Annexure - II

3. ELIGIBILITY/TECHNICAL QUALIFICATION CRITERIA

The supplier/Firm (s) shall furnish the following documents attached with the quotation for Technical Bid failing which the bid will be rejected summarily.

1. Power of Attorney to Sign the Tender.
2. The firms participating in the tender must have PAN No. GST registration Certificate. (Photo copy of documents also should be submitted).
3. PAN No. on the name other than the firm will not be accepted. Copy of the Income Tax Return for the last three years (2015 - 16, 2016 - 17 & 2017 - 18).
4. Proof of Annual Turn Over which should not be less than ₹ 1.00 Crore (Rupees One Crore Only) per annum along with balance sheets and profits & loss Account for the last three years (2015 - 16, 2016 - 17 & 2017 - 18) in the sale of Furniture, and similar items. The tenderer should submit copies of supporting records to prove the condition should have all the necessary registrations of the Govt. under the Shops and Establishment Act.
5. Bidders should have its own Showroom, workshop facility/commercial establishment in Shillong, Meghalaya for manufacturing, selling the furniture. Copy of the supporting documents in this regard should be closed.
6. Proof of three contracts for supply of similar furniture items with Govt. Ministries/ Departments/ PSUs etc. for last three years along with satisfactory report of work value not less than ₹ 5.00 lakhs (work order with performance/completion report should be closed).
7. Earnest Money Deposit (EMD) of an amount of ₹ 50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft drawn in favour of Chief Executive Officer, Shillong Smart City Ltd. Payable at Shillong. This Earnest Money Deposit will not bear any interest.
8. The firm should not have been black listed from any Govt. Ministries/Departments/PSUs organization. (A certificate in this regard will be enclosed with the tender).
9. The participating firms are required to submit the required documents for consideration and evaluation of their technical bids.
10. The financial bids are to be submitted in BOQ format. The rate quoted against each item in the BOQ will be excluding GST. GST will be paid additionally and at applicable rates.
11. Catalogue of furniture should be submitted.
12. It is cautioned that any firm which discloses its rates in the technical bid will be summarily rejected.

ANNEXURE – III

TECHNICAL BID

PROFORMA FOR SUBMISSION OF TECHNICAL BID FOR SUPPLY, INSTALLATION AND FIXING OF FURNITURE ITEMS ETC.

Note : The documents to be uploaded should be legible and proper index should be there with page no. In case the uploaded documents are not readable, the tender cannot be examined and the Technical Bids can be rejected, thereby rejecting the Tender of that firm.

Sl. No.	Description	Document to be uploaded
1	a) Name of the company/Firm, b) Address (with phone & Email), c) Contact Person's Name with mobile number.	
2.	Name of the Proprietor/ Partners of the Agency/ Firm.	
3	PAN No, GST Number.	Copy should be Submitted.
4	Trade/Manufacturing License Number.	(Copy of License should be Submitted).
5	Income Tax Return for the last three years (2015-16, 2016-17 & 2017-18).	Income Tax return sheet should be submitted.
6	Proof of Annual Turn Over not less than ₹ 1.00 cr. Every year for the last three years. 2015 - 16 2016 - 17 2017 - 18	(i) C.A. Certificate, or (ii) Audited Balance Sheet, or (iii) Annual turn Over to be Clearly mentioned for 2015 - 16, 2016 – 17 & 2017 – 18.
7	Whether Bidders have its own showroom, workshop facility/commercial in Shillong and if so location.	Copy of the documents should be Submitted.
9	Proof of three annual contracts for the last three years with Govt. Ministries/Departments/PSUs etc. for last three years (2016 - 17, 2017 - 18 & 2018 - 19) along with satisfactory report for supplying similar furniture items value not less than ₹ 5.00 lakhs of work annually.	Copy of experience certificate, Award letter, annual contracts for supply of similar furniture items for last three years along with performance certificate from Govt. Ministries/Departments/PSUs etc. for having completed. For supply of furniture items satisfactorily with value not less than ₹ 5.00 lakhs each work annually for the last three years (2016 - 17, 2017 - 18 & 2018 - 19).
10	Details of EMD.	EMD to be submitted.
11	Catalogue of furniture.	(catalogue showing make, model and specification to be Submitted.
12	Declaration duly signed by the tenderer. (Annexure VI)	should be Submitted.

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Shillong Smart City Ltd. in future.

ANNEXURE – IV

TECHNICAL SPECIFICATIONS

Sl. No.	Description
1	Product : Edge Cabin Table and Mobile Pedestal
	<p>Main Table : 1800W X 900D X 750HT</p> <p>Side Table: 900 W X 450D X 750 HT</p> <p>MOBILE PEDESTAL 2D+1F</p> <p>Table: 25mm pre lam particle board with 2mm PVC edge lipping.</p> <p>Understructure : Powder coated 50 x 50perform legs & 40 x20 cross beam support 18 mm pre lam modesty panel of 450 mm ht mounted to table top with aluminum bracket or privacy on Front table.</p> <p>Wire Management - 300mm Aluminium flip up with soft close and PVC cable tray for mounting the switch/ socket. Flip up can accommodate one 6 module + one data port. Wire entry cover included.</p> <p>Mobile Pedestal (2D+1F) : Pedestal are made of 18mm thick PLB with 2 drawer units and 1 filling folder unit. The Drawer units are made mobile with the use of castors. The drawer units are provided recessed handle and suitable locks.</p>
2	Product : Edge Table and Mobile Pedestal
	Main Table : 1200W X 600D X 750HT + Mobile Pedestal (2D+1F)
	Main Table : 1050W X 600D X 750HT + Mobile Pedestal (2D+1F)
	<p>Table: 25mm pre lam particle board with 2mm PVC edge lipping.</p> <p>Understructure : Powder coated 50 x 50perform legs & 40 x20 cross beam support 18 mm pre lam modesty panel of 450 mm ht mounted to table top with aluminum bracket or privacy on Front table.</p> <p>Wire management : 125 ht metal raceway cover for easy wiring / maitenance. Pre punched lots are provided on raceway for one 8 module (AncorRoma) & one data port for mounting the switches /sockets. 2 wire manager grommets on table top for access.</p> <p>Mobile Pedestal (2D+1F) : Pedestal are made of 18mm thick PLB with 2 drawer units and 1 filling folder unit. The Drawer units are made mobile with the use of castors. The drawer units are provided recessed handle and suitable locks.</p>

3	<p>Product : Edge Workstation and Mobile Pedestal</p> <p>Main table : 1050W X 600D X 750 HT + Mobile Pedestal (2D+1F)</p> <p>Table : 25mm pre lam particle board with 2mm PVC edge lipping.</p> <p>Understructure : Powder coated 50 x 50 perform legs & 40 x20 cross beam support with front modesty.</p> <p>Main Screen : 12mm fab magnetic screen.</p> <p>Return Screen : 8 mm glass screen.</p> <p>Wire management : 125 ht metal raceway cover for easy wiring / maitenance. Pre punched lots are provided on raceway for one 8 module (AncorRoma) & one data port for mounting the switches /sockets. 2 wire manager grommets on table top for access.</p> <p>Mobile Pedestal (2D+1F) : Pedestal are made of 18mm thick PLB with 2 drawer units and 1 filling folder unit. The Drawer units are made mobile with the use of castors. The drawer units are provided recessed handle and suitable locks.</p>
4	<p>Product : Edge Workstation and Mobile Pedestal</p> <p>Main Table :1050W X 600D X 750HT with mobile pedestal</p> <p>Main Table : 900W X 600D X 750HT without mobile pedestal</p> <p>Main Table :1500W X 600D X 750HT with mobile pedestal</p> <p>Table : 25mm pre lam particle board with 2mm PVC edge lipping.</p> <p>Understructure : Powder coated 50 x 50 perform legs & 40 x20 cross beam support with front modesty.</p> <p>Main Screen : AL 15 split screen</p> <p>Wire management : 125 ht metal raceway cover for easy wiring / maitenance. Pre punched lots are provided on raceway for one 8 module (AncorRoma) & one data port for mounting the switches /sockets. 2 wire manager grommets on table top for access.</p> <p>Mobile Pedestal (2D + 1F) : Pedestal are made of 18mm thick PLB with 2 drawer units and 1 filling folder unit. The Drawer units are made mobile with the use of castors. The drawer units are provided recessed handle and suitable locks.</p>
5	<p>Product : Edge table</p> <p>Size : 900 x 450 x 750Ht</p> <p>Table : 25 mm pre lam particle board with 2mm PVC edge lipping.</p> <p>Understructure : Powder coated 50 x 50 perform legs & 40 x20 cross beam support with front modesty.</p> <p>Wire management : 125 ht metal raceway cover for easy wiring / maitenance. Pre punched lots are provided on raceway for one 8 module (Ancor Roma) & one data port for mounting the switches /sockets. 2 wire manager grommets on table top for access.</p>
6	<p>Product : Perform Confernce table</p> <p>Size : 4200L x 1500D x 750Ht</p> <p>Table : 25mm pre lam particle board with 2mm PVC edge lipping.</p> <p>Understructure : Powder coated 50 x 50 perform legs & 40 x20 cross beam support with front modesty.</p> <p>Wire management : 3 nos 450 mm Flip up with 1 no vertebra.</p>

7	Product : Edge Storage Storage is made of 18mm PLB with openable shutters, adjustable shelves, auto closing hinges, locking mechanism and recessed handles. Size: 750 W x 450 D x 750 Ht Size: 750 W x 450 D x 1200 Ht Size: 900 W x 450 D x 2100 Ht Size: 750 W x 450 D x 2100 Ht
8	Product : Over Head Storage SIZE : 900W X 360D X 450HT Storage is made of 18mm Pre lam particle board with openable shutters, adjustable shelves, auto closing hinges, locking mechanism and recessed handles.
9	Cafeteria Table Size: 900 Dia x 750 ht Table Top : 25mm pre lam particle board with 2mm PVC edge lipping. Understructure : Powder coated 50 x 50 perform legs & 40 x20 cross beam support.
10	Cabins, Conference Room Head , PA Medium Mesh Back Chair, Gabric upholstered cushion seat, single lock synchro mechanism, fixed arms and Nylon base.
11	Visitor Chairs Smart Low Mesh Back Chair, Cushioned seat, Fixed Arns, powder coated four legs.
12	Workstation, Accounts, Conference and Reception Chairs Smart Low Mesh Back Chair, Centre Tilt Mechanism, Fixed Arms, Nylon base
13	Cafeteria Chair Moulded Plastic Chair, Multi Colour.
14	Sofa Leatherette sofa, Chrome Sorrounding tube, steel legs.
14a	Single Seater Size: 787 W X 725 D X 700 H.
14b	Three Seater Size: 1800 W X 725 D X 700 H.
15	Center Table Rectangular Table Chrome Frame with 6 mm Glass Top Size: 1200 x 600mm.
16	Side Table Square Table Crome Frame with 6 mm Glass Top Size: 600 X 600mm.

ANNEXURE – V

TENDER SUBMISSION LETTER

(To be given on Company Letter Head)

To,

The Chief Executive Officer,
Shillong Smart City Ltd.
House No. C/B -037, Top Floor, Centre Nongrim Hills,
Near to JJ Cables, East Khasi Hills District,
Shillong, Meghalaya - 793001

Date:

Sub : Acceptance of Terms & Conditions of Tender.

Tender Advertisement dated

Name of the Tender/Work : - Award of contract for supply, installation and fixing of furniture at
Shillong Smart City Ltd. Office

Sir/Madam,

I/We have downloaded the tender document(s) for the above mentioned
'Tender/Work' namely..... as per your advertisement in
www.meghalaya.co.in

I/we here by certify that I/we have read the entire terms & conditions of the tender
Documents (including all documents like Annexure(s), Schedules(s), etc.) which form part of the
contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.

The corrigendum(s) issued from time to time by your department/organization too
have all been taken into consideration, while submitting this acceptance letter.

I/We hereby unconditionally accept the tender conditions of above mentioned
tender document (s)/Corrigendum(s) in its totally/entirely.

In case any provisos of this tender are found violated, then your Department/
Organizations shall without prejudice to any other right or remedy be at liberty to reject this
tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

ANNEXURE – VI

TECHNICAL BID UNDERTAKING/ DECLARATION

I/We having our office at declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

2. Demand Draft particulars

S. No.	D.D. No.	Date	Name of Bank & Place	Amount in Rs.

3. I/We, hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being blacklisted.

4. I/We _____ hereby accept to provide warranty/guarantee and Free Service for a period of minimum one year from the date of supply/ installation of the materials.

5. I/We of hereby agree on the acceptance of this tender by Chief Executive Officer, Shillong Smart City Ltd to for supply, installation and fixing of furniture at Shillong Smart City Ltd. Office, in accordance with the terms and conditions of contract and at the rates or price specified in financial bid format/(BOQ).

6. This is also certified that the rates quoted in the financial bid are not more than the rates charged from any other Institution/Department/Organization in the last six months. No Other charges would be payable by the Institute.

7. I/We _____ have gone through the terms and conditions and will abide by them as laid down above. I hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me.

Shillong Smart City Limited

House No. C/B -037, Top Floor, Centre Nongrim Hills, Near to JJ Cables, East Khasi Hills District, Shillong,
Meghalaya-793001

ANNEXURE -VII

(TO BE GIVEN IN TENDER OFFICIAL LETTERHEAD)
FORMAT OF FINANCIAL QUOTATION

Sl No	Description	Product Specification	Unit	Quantity	Rate (INR)	Amount (INR)
1	Product: Edge Cabin Table and Mobile Pedestal					
	Main Table : 1800W X 900D X 750HT	Serial No. 1 of Annexure IV	Each Set	4		
	Side Table: 900 W X 450D X 750 HT					
	MOBILE PEDESTAL 2D+1F					
2	Product: Edge Table and Mobile Pedestal					
	(2a) Main Table : 1200W X 600D X 750HT + Mobile Pedestal (2D+1F)	Serial No. 2 of Annexure IV	Each set	3		
	(2b) Main Table : 1050W X 600D X 750HT + Mobile Pedestal (2D+1F)					
3	Product: Edge Workstation and Mobile Pedestal					
	Main table : 1050W X 600D X 750 HT + Mobile Pedestal (2D+1F)	Serial No. 3 of Annexure IV	Nos	6		

Shillong Smart City Limited

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Product: Edge Workstation and Mobile Pedestal					
4	(4a) Main Table :1050W X 600D X 750HT with mobile pedestal	Serial No. 4 of Annexure IV	Nos	7	
	(4b) Main Table : 900W X 600D X 750HT without mobile pedestal		Nos	8	
	(4c) Main Table :1500W X 600D X 750HT with mobile pedestal		Nos	2	
Product: Edge table					
5	Size: 900 x 450 x 750Ht	Serial No. 5 Annexure IV	Nos	1	
Product : Perform Conference table					
6	Size: 4200L x 1500D x 750Ht	Serial No. 6 Annexure IV	Nos	1	
Product : Edge Storage					
7	(7a) Size: 750 W x 450 D x 750 Ht	Serial No. 7 of Annexure IV	Nos	16	
	(7b) Size: 750 W x 450 D x 1200 Ht		Nos	25	
	(7c) Size: 900 W x 450 D x 2100 Ht		Nos	10	

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	(7d) Size: 750 W x 450 D x 2100 Ht		Nos	2	
Product: Over Head Storage					
8	Size: 900W X 360D X 450HT	Serial No. 8 of Annexure IV			
Cafeteria Table					
9	Size: 900 Dia x 750 ht	Serial No. 9 of Annexure IV	Nos	2	
10	Cabins, Conference Room Head , PA	Serial No. 10 of Anneuxre IV	Nos	8	
11	Visitor Chairs	Serial No. 11 of Anneuxre IV	Nos	16	
12	Workstation, Accounts, Conference and Reception Chairs	Serial No. 12 of Anneuxre IV	Nos	35	
13	Cafeteria Chair	Serial No. 13 of Anneuxre IV	Nos	8	
Sofa					
14	(14a) Single Seater, Size: 787 W X 725 D X 700 H	Serial No. 14 of Annexure IV	Nos	6	
	(14b) Three Seater, Size: 1800 W X 725 D X 700 H		Nos	2	
15	Center Table				

Shillong Smart City Limited

House No. C/B -037, Top Floor, Centre Nongrim Hills, Near to JJ Cables, East Khasi Hills District, Shillong,
Meghalaya-793001

	Rectangular Table, Size: 1200 x 600mm	Serial No. 15 of Annexure IV	Nos	1		
16	Side Table					
	Square Table, Size: 600 X 600mm	Serial No. 16 of Annexure IV	Nos	4		
	Total					
GST						
Grand Total						

Shillong, the 27th September, 2019.

AFFIDAVIT

I, SHRI SHIV PRASAD SHARMA @ SWAMI SATYA VRAT ASHRAM, son of Late Sanwar Mal Sharma, aged about 66 years, by Caste Hindu, by occupation a Monk/Spiritual Teacher, resident of Polo Hills, Shillong-793001, East Khasi Hills District, Meghalaya do hereby solemnly affirm and declare as follows:

1. That I am a Citizen of India by birth and a resident of Polo Hills, Shillong-793001, East Khasi Hills District, Meghalaya.
2. That I was an advocate by profession but I have renounced the world and have abandoned my profession and all other relations with effect from 12th June, 2019.
3. That now I have taken the Sanyas Diksha from Swami Ranchhorh Ashram of Machhali Bandar Mutt, Assi Ghat of Varanasi, U.P. and I became a Monk/Spiritual Teacher with effect from 12th June, 2019.
4. That consequent upon taking Sanyas Diksha, I have changed my name from Shiv Prasad Sharma to Swami Satya Vrat Ashram and I have also to change the name of my father and now I have adopted the name of my Guru Swami Ranchhorh Ashram as my father.
5. That henceforth I shall be known as Swami Satya Vrat Ashram, son of Swami Ranchhorh Ashram instead of Shiv Prasad Sharma son of late Sanwar Mal Sharma.
6. That I hereby affirm and declare that I completed all the obligations towards my family and I do not have any debts or money and I do not have any claim against any person.
7. That this affidavit is required to be presented/produced before the competent authorities for necessary corrections/changes in all my personal records and documents such as Aadhar Card, Pass Port, Voter Identity Card etc.
8. That this affidavit shall be used as a piece of evidence of changing of my name, surname, father's name for all intends and purposes.
9. That what I have stated in the foregoing paragraphs are true to the best my knowledge, belief and information and in witness whereof I sign this affidavit on this the 3rd day of July, 2019.

SHRI SHIV PRASAD SHARMA
@ SWAMI SATYA VRAT ASHRAM,
Resident of Polo Hills, Shillong-793001,
East Khasi Hills District, Meghalaya.